JOB DESCRIPTION

ASSOCIATE MEDICAL WRITER

Position summary
An Associate Medical Writer is an entry-level position for those with no previous experience working in a medical communication and education agency. The position requires building experience of working in an agency environment including gaining an understanding of the role of the pharmaceutical industry in healthcare, the products and services of Nucleus Global and producing well researched, technically accurate and well-written scientific copy.

Core duties
- Achieves an understanding of the medical communication and education environment, the healthcare community and the role of pharmaceutical companies in the provision of healthcare services
- Produces well-researched, technically accurate and well-written scientific and commercial copy in the major areas specified under technical abilities
- Ensures written materials meet the project brief and are completed within the specified time allowance allocated for the project
- Ensures written materials meet specified quality standards through personal diligence and attention to detail and by adhering to quality control procedures
- Performs job role showing awareness of Nucleus Global’s values and behaviours
- Carries out projects to applicable compliance guidelines and regulations

Education, work experience and skills
- Life science degree is essential, ideally combined with a higher qualification (e.g. MSc, PhD, MD)
- Excellent written and verbal English language skills.
- Ability to write and communicate in mandarin required for some AMW roles / locations in order to work on projects written in Mandarin
- Track record of working effectively within a team environment
- Ability to communicate effectively and to prioritise own work
- High attention to detail
Core responsibilities

Editorial delivery
- Prepares editorial components of simple projects (advisory boards, leave behinds, slide sets...), producing work within budget, that closely aligns with the brief, is scientifically accurate and is targeted to the audience, with guidance from senior team members
- Able to strategically research new therapy areas
- Exposure to onsite working; demonstrates readiness to learn

Internal and external stakeholder relationships
- Input into internal and project meetings and exposure to client meetings

Project management
- Demonstrates ability to manage workload and prioritise
- Understands and complies to editorial (capacity tracking, editorial workflow and QC) and business processes (maconomy)
- Coordinates with Studio to optimise design and layout
- Understands billability and recoverability measures of project performance

New business and commercial acumen
- Understandings the new business process
- Supports new business research and pitch material development

Compliance
- Fully understands and demonstrates adherence to international, national and industry-specific compliance guidelines (e.g. IFPMA codes of practice, ICMJE, GPP and company-specific/client SOPs)
- Fully understands the processes for compliant liaison and working practices with external experts/authors when working on client projects
- Ensures that confidentiality and compliance with internal firewalls are maintained at all times

Financial
- Completes own timesheets accurately on a daily basis
- Ensures timely submission of expenses for cash advances and credit cards, with supporting original VAT receipts
- Meets own billability target and alerts line manager to ensure sufficient work is provided

Managerial responsibilities
- No direct line reports
• Reports to a Principal Medical Writer (or more senior grades) and receives guidance and feedback from senior editorial and client services team members, as appropriate
• Is aware of own work capacity and proactively communicates capacity to line manager, other team members and resource manager, as appropriate
• Ensures manager and team members are aware of planned absence (e.g. holidays, time off in lieu) and that appropriate approvals are granted
• Informs assigned manager promptly of time off due to illness or unscheduled absence, completes and obtains sign off of appropriate absence notification forms

Values and behaviours
• Acts in accordance with Nucleus Global’s values and behaviours